



INTEROFFICE MEMORANDUM

To: STEVE FAY

From: BOB PECORARO

Date: May 27, 1980

CC: G. Hansen
Personnel

Subject: EXCESSIVE ABSENCES

The following is a record of your absences from November 2, 1979 to April 20, 1980.

11-2-79	5 hours
12-10-79 to 12-12-79	24 hours
4-1-80 to 1-31-80	20 hours
2-14-80	8 hours
2-27-80	8 hours
4-14-80	4 hours
4-18-80	4 hours
Total	<u>73 hours</u>

On April 18, 1980 we discussed these absences. You stated that you were ill on those days that you were absent a full day. As to the others you claimed personal problems. For April 14th and 18th, you offered no explanations. On both occasions you neglected to call in that you were going to be late.

In our discussions I stressed:

1. The absences were excessive.
2. That you should notify me as early as possible in the morning so that I can assign your work to others.
3. Company policy requires you to call in.
4. That continued absences will not be tolerated.

On May 14, 1980 you did not report for work. At approximately 2:00 p.m. you telephoned and stated that you had personal problems and was going to take the day off as a vacation day.

On May 21, 1980 you did not report for work. At approximately 2:45 p.m. you called and stated that you were taking that day off and requested the rest of the week off as vacation.

Corporate Standard Procedure 200-12, Subject: Attendance, Dated 7-1-79 states that "It is the policy of the company to require regular attendance of all employees. Any absence must be justified by a reason acceptable by the company before it can be excused." It further sets forth procedures for reporting absences. A related paragraph governing attendance regulation gives one of the reasons for a cause for discharge as: "... d. Excessive tardiness or absenteeism."

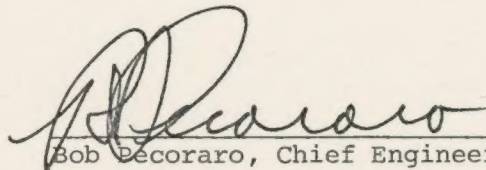
Corporate Standard Procedure 200-04, Subject: Disciplinary Procedure, dated 10-11-77, established procedures for disciplinary action. Either suspension or termination may follow a verbal warning which was given to you on April 18, 1980 and a written warning, this memo.

Interoffice Memo to Steve Fay
RE: Excessive Absences
May 27, 1980

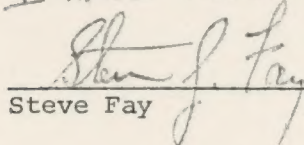
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You are afforded an opportunity to comment on this memorandum, in writing, within 72 hours. Your tardiness and absences can not be permitted to continue. Your failure to follow procedures is inconvenient to all of us. As a supervisor, your group is left without guidance. You are a poor model for others. We can not be consistent in enforcing our regulations if we neglect to call your breaches of discipline to your attention.

You are warned that if you fail to call me by 9:00 a.m. if you are sick or if you continue these absences you will be terminated. If you have personal problems I recommend you take vacation time to resolve them.

 5/28/80
Bob Pecoraro, Chief Engineer

I HAVE READ THE ABOVE MEMO.

 5/28/80
Steve Fay (date)

BP:rm